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NEOPA Newsletters

NEOPA-Nebraska Educational Office Professionals  
Association

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Spring 1993

NEON, Vol. 30 No. 3, Spring 1993

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# the NEON

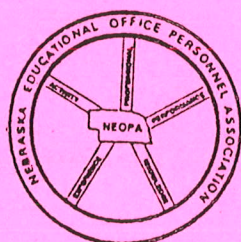
Nebraska Educational Office News

PUBLISHED QUARTERLY BY NEOPA

VOL. 30, ISSUE 3



**SPRING**



**1992-93**



# PROCLAMATION

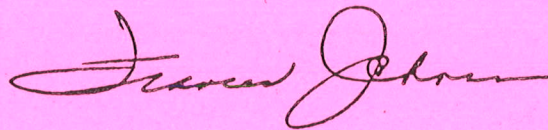
WHEREAS, the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS—the only national, professional association for office personnel in education—affirms its belief that a good education is the birthright of every American; and

WHEREAS, the members of NAEOP recognize the significance of the many and varied duties and responsibilities assumed by the educational leader at all levels of the educational process;

NOW, THEREFORE, BE IT PROCLAIMED that the week of May 16-22, 1993, shall be known as “NATIONAL EDUCATIONAL BOSSES’ WEEK” in grateful recognition of the unselfish and dedicated service provided to the nation’s schools, colleges, universities, and communities; and

BE IT ALSO PROCLAIMED that the third week of May shall be observed to honor America’s education leaders.

DONE, this the first day of August, nineteen hundred and ninety-two, and in the fifty-ninth year of the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS.



Frances Johnson  
President



**EDITOR:**

Jeanne Andelt, CEOE  
5800 Palomino Lane  
Lincoln, NE 68523  
Home Telephone: (402) 423-0298  
Work Telephone: (402) 472-6625

The **NEON** is published quarterly by the Nebraska Educational Office Personnel Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit or reject any material submitted for publication.

Circulation: 225 copies

## 1992-93 Executive Board

President	Delores Wenz 4901 S Haven Dr Lincoln, NE 68516 H - (402) 489-7201 O - (402) 436-1142
President-elect Membership Chair	Sandy Lineberry 316 Orcutt Ave W Lincoln, NE 68504 H - (402) 466-7174 O - (402) 472-3645
Vice President Meeting Coordinating Chair	Linda Pence 4819 Orchard Lincoln, NE 68504 H - (402) 466-1039 O - (402) 472-3636
Secretary	Vici Taylor 22615 Melia Rd Gretna, NE 68028 H - (402) 289-3751
Treasurer	Angie Ellis RR 1 Wayne, NE 68787 H - (402) 375-1740 O - (402) 375-7389
Past President Field Service Chair	Marcella Shotwell 2402 N 14th Lincoln, NE 68521 H - (402) 475-7371 O - (402) 436-1304

The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end the Nebraska Educational Office Personnel Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

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## EDITOR'S COMMENTS

The Central Area Professional Development Workshop at Springfield, Illinois was terrific! Charlie Mae Holland was simply outstanding and those attending had many opportunities to meet new people, make friends and learn a great deal about ourselves and our relationships with others. All of this has made me even more excited about National. I truly hope that many of you will make the trip to Tucson, Arizona and if any of you are thinking about it -- please don't hesitate to contact one of us who have gone to national in the past -- we would love to "twist your arm" and convince you to go! In the meantime, remember to cast your ballots for NEOPA officers and bylaws changes and I hope to see you in Omaha in May!



### VOTE!!

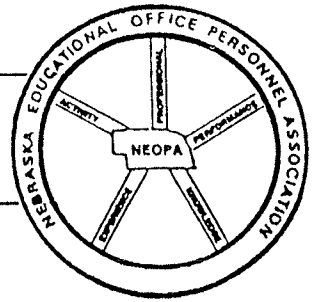
*Jeanne*

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# Nebraska Educational Office Personnel Association

Affiliated with the National Association of Educational Office Professionals

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Dear NEOPA Members:

After snow and ice and alot of wintery weather, we look ahead to spring. March is here and the school year is going so quickly. Plans are already being made for the 1993-94 school year. So it is with NEOPA! Officers and Committee Chairs are completing the tasks that they assumed last fall. Now you have the opportunity to do your part as a member of NEOPA.

1. Take a few minutes to complete the ballots in this issue of the NEON. Please vote for the officers for the 93-94 year and also the constitutional changes.
2. Tickets were mailed to all members for the beautiful homemade quilt that will be raffled at the Spring Conference. Help support this project by buying or selling your packet of tickets. The Scholarship Fund will benefit from our efforts.
3. Mark your calendar for May 22nd. The NEOPA Spring Conference will be held at the University of Nebraska-Omaha. Let's all plan to attend.

The Central Area Professional Day held at Springfield, Illinois, was a success. Those of us that attended were inspired by Charlie Mae Holland, NAEOP Past President. Next year we hope each of you will make plans to attend since it will be held in Lincoln.

A Nebraska State flag and an American flag were given to NEOPA on February 20th at the Executive Board Meeting by Michael McClelland of Woodman of the World. This organization donates flags to schools and non-profit organizations. We are very appreciative of this gift of flags and they will be part of all our future meetings.

In everything we do we find that past successes of all those involved in NEOPA are linking us to future possibilities. We need you to get involved. The rewards are great!

*Delores*

Delores Wenz  
NEOPA President

P.S. The Out-going/In-coming Executive Boards and Committee Chairs will be meeting immediately after the afternoon session concludes at the Spring Conference in Omaha (May 22nd). Please have your files ready to pass to the In-Coming Officers and Committee Chairs.

## FIELD SERVICE

*Marcella Shotwell, Chair*

To date, the committee has been assisting a local group in its preliminary stages of forming an association.

If the committee can be of assistance in providing information about forming a local or area association or if the committee can be of help to any local association, please do not hesitate to contact the members.

## NEOPA EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR

*Lola Young, Chair*

I am pleased to report that five nominations were received for the NEOPA Educational Professional of the Year Award prior to the deadline. Forms were sent to these five nominees which were due back to me by March 15, 1993. Upon my receipt of this information they were submitted to our three judges. I am looking forward to presenting this award at our May meeting on the University of Nebraska-Omaha campus.

Thank you again to my committee members, Eileen Knudsen and Jan Sorensen.

## NEOPA SCHOLARSHIP COMMITTEE

*Doris Merriman, CEOE, Chair*

CONGRATULATIONS to all members who sponsored a NEOPA Scholarship Applicant. Sixteen worthy candidates applied for this coveted award. Special thanks for encouraging student participation.

Melissa Zimmer of Duncan (Columbus High School) is the winning applicant and Troy Fey of Omaha (Millard South High School) is the alternate recipient.

The Marion T. Wood Scholarship Application has been forwarded to Melissa for completion, and an invitation extended to attend the Spring Conference hosted by University of Nebraska-Omaha members.

Determining the winner and alternate was no easy task. We appreciate the time and effort expended by our judges. They were Linda Boyer, Assistant Principal, Millard Central Middle School, Omaha; Gaye Jones, 4th Grade Teacher, Tri-County Elementary School, DeWitt; and Jolene Lee, Service Facilitator, Educational Service Unit #3, Omaha. Our thanks to them for a job well done.

Applicants were from Ainsworth High School, Alma (Wilcox Public School), Axtell Community School, Dixon(2) (Laurel-Concord Public School), Duncan (Grand Island High School), Franklin Public School, Grand Island High School(2), Lincoln (Lincoln School of Commerce), McCook Senior High School, North Platte Senior High, Omaha(2) (Millard North High School, Millard South High School), Wellfleet(2) (Maywood Public School). Good luck to each of them. They can be proud of their achievements.

## PROFESSIONAL STANDARDS PROGRAM

*Patricia Podjenski, CEOE, Chair*

The PSP Committee will honor our PSP recipients at the Spring Conference. Check this newsletter for the survey and/or history sheet which needs to be filled out and returned to Patricia Podjenski. Every year our membership changes and members receive new certificates so we are asking for your help to keep our records current. The PSP Committee would appreciate everyone taking a moment and completing the survey.

Just a reminder, we want to encourage the members working on a PSP certificate. We know the extra time and money that is necessary to obtain a certificate, and we applaud your efforts in this endeavor. We especially want to hear from you if you will

be receiving a certificate this school year. MAY 15 is the cut-off date for filing forms in order to receive a certificate at the Annual Meeting.

Please remember the PSP Committee is anxious to provide information about the Professional Standards Program. Lynne Olson, Winside (402/286-4926), Debbie Hendricks, Lincoln (402/466-4347) and I (Pat Podjenski 402/551-1731) are available to answer any questions, so let us know if we can be of help to you or your organization.

## MEMBERSHIP

*Sandy Lineberry, Director  
and President-elect*

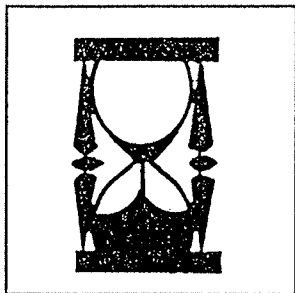
We're getting there! Slowly, but surely, the magic number of 200 draws closer and closer. As of March 8th, NEOPA's membership stands at 198 - only 2 short of my goal of 200. I am confident we will reach the 200+ mark by the end of the month. My challenge was for each member to reach one new member. Have you met the challenge? If not, there is still time! A current breakdown of the 198 membership is: 118 renewals, 54 new, 18 retired, 3 associates, 5 honorary.

Within the next few weeks, affiliate presidents will be receiving a letter from me requesting information pertaining to membership awards. Please take the time to answer the questions and return the form to me by the deadline date of April 15.

Listed below are the awards to be presented at the Spring Conference in Omaha, May 22nd.

- association with 100% membership in NEOPA
- association with over 50% membership in NEOPA
- association with the largest percentage of NEOPA members
- association with the largest increase in NEOPA membership
- 1st recruiter award (sponsored by the state)
- 2nd recruiter award (sponsored by membership director)

In closing, I would like to extend a special welcome to all new members. It is great to have you on board. May your association with NEOPA be a long and rewarding one.



## CONSTITUTION AND BYLAWS CHANGES

Members will be voting on two constitution and bylaws changes. Please vote and return the attached ballot to Leanna Bounds.

### Article IV -- Membership

#### Section 2.

Membership shall be of ~~four~~ five classes: active, honorary, retired, ~~and~~ associate, and life. (This change would update this section to coincide with the life membership voted upon and approved in the spring of '92.)

### Article XI -- Duties of Committees

#### Section 1.

- E. Finance Committee - The Finance Committee shall have general charge of the budget of the Association and shall submit an annual budget to the Executive Board for approval. The Committee shall allow in the budget an item in the amount stipulated by the National Association of Educational Office ~~Personnel~~ Professionals as an affiliation fee in the National Association. The Committee shall consist of three members, one of who shall be the treasurer.
- K. Professional Standards Committee - The Professional Standards Committee shall encourage participation in the Professional Standards Program of the National Association of Educational Office ~~Personnel~~ Professionals and extend assistance to the members in their procurement of certification.

(These changes simply reflect the recent name change of the National Association.)

*I have a spelling checker.  
It came with my PC.  
It plainly marks four my revue  
mistakes I cannot sea.  
I've run this poem threw it,  
I'm sure you're pleas to no.  
It's letter perfect in every  
weigh,  
my checker tolled me sew.*

-- Contributed by Leanna Bounds



## NOMINATIONS COMMITTEE



The Nominations Committee submits to the membership the following slate of officers for 1993-94. We thank these candidates for agreeing to run for office and we are confident that we are presenting a very outstanding list of candidates for you to pick from. Please find the attached ballot in this newsletter and be sure to postmark it no later than April 15, 1993. All candidates will be notified of the results prior to the Spring Conference.

### ***PRESIDENT-ELECT***

**KATHY SVOBODA** - Kathy is secretary to Joan Chapin, Principal, Kellom Elementary School. She has been a member of NEOPA for ten years, has served on the Constitution and Bylaws Committee and chaired the Fall Conference held in Omaha, October 1989. She previously served as Editor of the NEOPA Newsletter and served as NEOPA's Vice President in 1990-91. She is currently chair of the Finance Committee. For OEOPA, her local association, she has served on the Scholarship, PSP, Program, Christmas Banquet, and Christmas Family Committees. She was elected to the office of Treasurer and President (2 terms). She served as Nebraska's delegate to the 1988 NAEOP Advisory Council in San Francisco. Kathy and her husband, Michael, have a young son and she enjoys working with youth and in community activities. She also enjoys cross-stitching, sewing, and working in the garden.

### ***VICE PRESIDENT***

**GIZA COLEMAN** - Giza is secretary to Lawrence Heck, Personnel Administrator. She has been a member of NEOPA for two years. For OEOPA, her local association, she has served on the Boss's Breakfast, Scholarship and Style Show Committees. Giza has four children, three of the four have provided her with three granddaughters and two grandsons. Her youngest son is a full-time student at UNL. She enjoys the college football season, as her children and grandchildren represent the big eight -- Nebraska, Oklahoma and Kansas. She also enjoys golf, a good novel and an occasional line or two of bowling.

**MAGGIE KAHLER** - Maggie is secretary to Professor Thomas Besful, Assistant to the Graduate Chair, English Department. She has been a member of NEOPA for one year. She attended the NAEOP Conference in Biloxi 1992, and the Central Areas Professional Development Conference in Springfield in February 1993. She has been a member of UNOPA for two years. For UNOPA, her local association, she has served on Professional Growth, Ways & Means and Summer Social Committees. Maggie has two children, one graduated from S.E. Community College and one is a Senior at UNL. She is working on her B.A. in History and enjoys travel, snow skiing, camping, sewing, crafts and computers.

### ***SECRETARY***

**VICI TAYLOR** - Vici serves as secretary to the Assistant Superintendent, Dr. Jef Johnston, at Gretna Public Schools. Vici has been a member of NEOPA for four years and also a member of NAEOP for four years. She is currently serving as Secretary; last year she served on the Audit Committee. Vici and her husband, Dennis (an Omaha Police Officer), have two teenage sons. She is a member and serves on the Board of Directors of the Gretna Optimist Club and she and her family belong to St. Patrick's Church in Gretna.



**PAT PODJENSKI** - Pat is secretary to all the Community Counselors and responsible to Phil Bauer. She has been a member of NEOPA for eight years, has served as PSP Chairperson for three years, and Budget for two years. For OEOPA, her local association, she has served as the Installation Banquet Chairperson, served on the Style Show Committee and chaired the Audit Committee. Pat has six children, four girls and two boys -- all married, giving her seven grandchildren to date. Pat has attended the last three NAEOP summer meetings. She enjoys travel, reading, sewing and singing in the choir.

### ***TREASURER***

**LYNNE SMOLNIK** - Lynne is secretary to Dan Ernst, Superintendent, Gibbon Schools. She has been a member of NEOPA for four years. Lynne has been trying to organize a local association but has not had much success at this time. She has served on the Field Service Committee. Lynne has two children, a son in the Navy and a daughter married to a Navy man. She enjoys bowling and served as secretary-treasurer of the league for three years. Presently she serves on the Kearney Women's Bowling Association Board of Directors and enjoys reading and crocheting.

**LYNNE OLSON** - Lynne is secretary to Dr. Larry Harris, Education Division for Wayne Schools. She has been a member of NEOPA for two years. Lynne has served on the Professional Standards Committee. For WEOPA, her local association, she is now Vice President. Lynne and her husband, Ted, have two sons, 16 and 24, and a daughter 22. She lives on an acreage, loves gardening, crafts, cooking and most favorite of all -- eating. She also enjoys bird watching and working with her kiln for ceramics.





## **"Can you help me and the state out?"**

**Sandy Lineberry, Membership Director**

**Spring 1993**

One of the responsibilities of the state membership director is to keep a current card file on NEOPA members' membership record. I have updated the 1992-93 cards for the renewal members and have made new cards for the new members. It is now time for me to file away the cards of 1991-92 members who were active last year but did not renew in the 1992-93 year. This is hard to do. In my membership report, you read of my happiness in having 56 new members. You may now read of my despair when I write we have 56 who did not rejoin! This is enough to make a membership director ill. These members have already been sent a reminder letter but did not respond, therefore, I would like to ask your help. Many people do not respond to a letter (it's like a bill), but will respond to a personal request, and that is what I would like you to do. If you personally know any of the women listed below, would you please give them a call and tell them "we sure would like to have them remain a part of our association and perhaps mention the benefits of belonging to NEOPA. It shouldn't take but just a minute and they might just respond to a personal contact/request.

Members with an asterisk(\*) following their names have indicated to me their reason for not rejoining. (You will notice a long list of members from Doane College. I'm sorry to report we did not have anyone from Doane choosing to affiliate this year. This is a tremendous loss to our state.)

Cynthia Albert, Clatonia (DEOPA)  
Nancy Bergmeyer, Dorchester (Doane)  
Diane Brown, Crete (Doane)  
Carol Copple, Dakota City  
Rhonda, Crist, Wayne (WEOPA)  
Luella Diekhoff, Lincoln (retired)  
Sandy Dunaway, Holdrege  
Jean Edwards, Omaha (OEOPA)  
Jean Fowler, Crete (Doane)  
Jolene Fihar, Crete (Doane)  
Donna Gill, Lincoln (DEOPA)  
Lois Gossard, Lincoln (DEOPA)  
Amy Hansen, Dorchester  
Donna Hansen, Dorchester  
Jan Harris, Lincoln (UNOPA)  
Esther Heitman, Crete (Doane)  
Kathy Hogan, Hastings  
Norma Huls, Beatrice (Doane)  
Denise Hunt, Bertrand  
Virginia Haase, LEOPA  
Lois Ingebritson, OEOPA  
Maurine Johnson, Dorchester  
Diane Kahle, Crete (Doane)  
Shirley Kletke, Omaha  
Giner Lanphier, (OEOPA)  
Kathleen Leishman, Wilber  
Ruth Leopold, McCook (retired)  
Mary Catherine Lugauri, Auburn

Sheri Lukasiewicz, Red Cloud  
Florence McKay, Crete (Doane)  
Shirley Mathewson, Papillion  
Nancy Nelsen, Crete (Doane)  
Tracy Perchal, Gretna  
Catherine Peterson, Omaha (OEOPA)  
Tammy Petet, Beatrice (Doane)  
Evelyn Pancake, Omaha (OEOPA)  
Helen Roetgger, York  
Debra Ruthsatz, Lincoln (UNOPA)\*  
Arula Rust, Lexington  
Kathy Sand, Crete (Doane)  
Eileen Sand, Crete (Doane)  
Robin Shanks, Humboldt  
Nike Smith, Lincoln (UNOPA)  
Janet Snodgrass, Wood River  
Deanna Stark, South Sioux City  
Vilma Sildeggs, Lincoln, (DEOPA)  
Arbutus Thompson, Lincoln, LLEOPA  
Connie Vanourny, Crete (Doane)  
Linda Wiley, Milford  
Nan Weilage, Crete (Doane)  
Kathleen Weiss, Omaha (OEOPA)  
Norma Wever, Seward (UNOPA)  
Beverly Wiebke, Cook  
Janet Williamson, Newman Grove  
Jean Williss, Lincoln (UNOPA)\*  
Judy Winkler, Lincoln (UNOPA)\*

I know we are not going to get all these members back, but wouldn't it be great if we were able to reach a few with this effort. We'll never know unless we take the time to ask.



# **WANTED:**

**A host for the  
NEOPA 1994 Spring Meeting**

**"If you have it . . .**

**we will come!"**

**Contact Linda Pence  
for details.  
472-3636(W) 466-1039(H)**

# PSP CERTIFICATE RECIPIENTS 1992-93

*Recipients of Professional Standards Certificates will be recognized at the annual Spring Conference which will be held at UN-O in Omaha, NE. If you have received, or will receive a PSP Certificate during the 1992-93 School Year, please complete the information below and send to:*

*Patricia Podjenski  
NEOPA PSP Committee  
3011 South 48 Avenue  
Omaha, NE 68106*

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

CERTIFICATE(S) AND DATE(S) RECEIVED, OR ANTICIPATED DATE OF RECEIPT:

Do you plan to attend the Spring Conference at UN-O? \_\_\_\_Yes \_\_\_\_No

Are you presently working on a PSP Certificate but will not meet all the requirements needed to obtain the certificate during the 1992-93 year? We would very much like to hear from you also. Please complete the information below and return to:

*Patricia Podjenski  
NEOPA PSP Committee  
3011 South 48 Avenue  
Omaha, NE 68106*

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

CERTIFICATE PRESENTLY WORKING ON \_\_\_\_\_

Do you plan to attend the Spring Conference at UN-O? \_\_\_\_Yes \_\_\_\_No



# **HISTORY SHEET - PSP RECIPIENTS**

**1992-93**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PLACE OF EMPLOYMENT** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**HOW MANY YEARS AT PRESENT JOB** \_\_\_\_\_

**PREVIOUS JOBS HELD AT INSTITUTION LISTED ABOVE** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER INFORMATION YOU WOULD LIKE TO SHARE WITH US SUCH AS  
FAMILY INFORMATION, HOBBIES, ETC.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return to:**      **Patricia Podjenski**  
                     **NEOPA PSP Committee**  
                     **3011 South 48 Avenue**  
                     **Omaha, NE 68106**



NEBRASKA EDUCATION OFFICE PERSONNEL ASSOCIATION  
Financial Report  
NEOPA Checking Account  
February 20, 1993

Balance brought forward October 3, 1992 \$ 918.35  
767.42

Receipts

Membership dues	\$ 470.00
33 active renewals	
5 retired renewals	
2 associate	
12 new memberships	
Country Store	58.50
Raffle	93.00
Calendar sales	5.33
Pin Sales	6.00
Fall Conference Excess	69.59
Voided check	5.00

Total Balance and receipts \$1685.77

Disbursements

Officer's Expense	
Marcella Shotwell (postage)	5.49
Angie Ellis (postage)	30.89
Delores Wenz (telephone/postage)	14.56
Lincoln Pub. Sch Graphics	10.00
Lincoln Pub. Sch Acctg	19.00
Membership Promotion	
Sandy Lineberry	127.60
Sandy Lineberry (postage)	2.90
Southeast Research & Extension	63.49
Newsletter	
Jeanne Andelt -	222.97
Field Service	
Marcella Shotwell	6.50
Miscellaneous	
NAEOP - donation, NE/IA basket	60.00
NE Dept of Revenue	40.75

Total Disbursements \$ 604.55

Balance, February 20, 1993 \$1081.22

*Angie Ellis*  
Angie Ellis, Treasurer



NEOPA Money Market/Savings Accounts

Money Market Account

Beginning Balance - October 3, 1992 \$3,238.18

Receipts

Interest, October 8, 1992	\$ 5.59
Interest, November 12, 1992	6.59
Interest, December 10, 1992	4.36
Interest, January 13, 1993	5.30
Interest, February 10, 1993	4.37

Balance, February 20, 1993 \$3,264.39

Savings Account (Scholarship)

Beginning Balance, October 5, 1991 \$2,718.12

Receipts

Interest, September 30, 1992	\$ 18.90
Interest, December 31, 1992	15.15

Balance, February 20, 1993 \$2,752.17

*Angie Ellis*  
Angie Ellis, Treasurer



PIN

ORDER

FORM



ORDER

TODAY!

The time has come for those attending the national conference in Tucson, Arizona, to place their pin orders. This order is only for people who will attend this conference beginning July 19. (NOTE: For members not attending this national conference there will be an opportunity to purchase the pins again in the fall.)

The pins are ordered from Dart, Inc. in Henderson, Nebraska, with the exception of the Collura pin. Donna Lee Collura, whose husband is the grand exalted ruler and national president of the Benevolent and Protective Order of Elks, has granted NEOPA permission to use this pin that she designed at the national conference. To assure the Elks that we will use this pin for the purpose of trading only, this pin will be delivered in Tucson.

Orders for all pins must be received at my home address no later than May 7, 1993.

-----  
Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_/\_\_\_\_\_

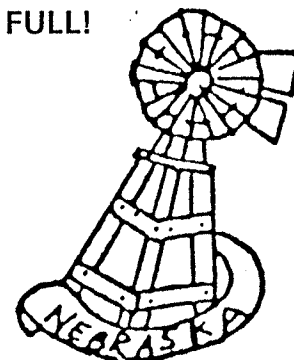
Windmill	Quantity _____	X	\$2.00	=	_____
Covered Wagon (Pewter)	_____	X	\$1.35	=	_____
Oregon Trail	_____	X	\$1.45	=	_____
Collura	_____	X	\$1.10	=	_____

Please make all checks payable to: Sheila Perry, NAEOP  
Coordinator, 1631 Deweese Drive, Lincoln, Nebraska 68504

NO ORDERS PLACED UNLESS PAYMENT IS RECEIVED IN FULL!



Collura's





NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION  
Spring Conference



Saturday, May 22, 1993  
University of Nebraska at Omaha  
60th and Dodge Streets  
Omaha, NE 68182



*The Joy of Living*

SCHEDULE

- 8:00 a.m. - 8:45 a.m. Executive Board Meeting
- 8:15 a.m. - 9:00 a.m. Registration
- 9:00 a.m. - 9:15 a.m. UNO ROTC Flag Presentation
- 9:15 a.m. - 9:45 a.m. Welcome  
Introductions  
UNO Representative  
City of Omaha Representative
- 9:45 a.m. - 10:30 a.m. Jean Beyer, PhD, "Joy of Living"  
Provost/Vice President Development  
Nebraska Methodist College of Nursing and  
Allied Health
- 10:30 a.m. - 10:45 a.m. Break
- 10:45 a.m. - 11:30 a.m. Jean Beyer, PhD, "Joy of Living" Continued
- 11:30 a.m. - 11:45 p.m. Break
- 11:45 p.m. - 12:30 p.m. Lunch
- 12:30 p.m. - 1:15 p.m. Installation
- 1:15 p.m. - 2:15 p.m. Business Meeting
- 2:15 p.m. - 2:30 p.m. Break
- 2:30 p.m. - 3:30 p.m. Ross Pilkington, EdD, "Encouragement for Life"  
UNO Professor, Department of Counseling
- 3:30 p.m. - 3:45 p.m. Farewell



Ross Pilkington, Ed.D.

Ross Pilkington, Ed.D., teaches counselor education courses in the College of Education at the University of Nebraska at Omaha. He has presented regionally, nationally and internationally on such topics as encouragement, stress management, anger processing, personality development and sports psychology.

Dr. Pilkington has written articles which have appeared in *The Nebraska Counselor Journal*, *National Association of Secondary School Principals Bulletin* and *Scholastic Coach*. He is also co-authoring a book with James Pilkington, Ed.D., on sports psychology for coaches and athletes.

Students and colleagues alike speak highly of Dr. Pilkington, for his outstanding teaching style and caring concern. In 1991, Dr. Pilkington received one of UNO's highest teaching honors, The Excellence in Teaching Award, having been nominated by his students and peers.

Jean Beyer, Ph.D., is Provost Vice President/College Development at the Nebraska Methodist College of Nursing and Allied Health. She has spoken throughout the Midwest on a variety of issues.

Dr. Beyer has presented educational seminars locally and nationally in support of a belief that Education, Business and Community need to develop interrelationships. In the past eleven years she has been a national workshop presenter and been a keynote speaker numerous times.

Participants of the seminars and workshops have stated that Dr. Beyer has a dynamic personality and program.



Jean Beyer, Ph.D.

NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION  
Spring Conference

Saturday, May 22, 1993  
University of Nebraska at Omaha  
60th and Dodge Streets  
Omaha, NE 68182



*The Joy of Living*

REGISTRATION FORM

The University of Nebraska at Omaha EOPA assures you a joyful conference.

On Friday evening, May 21, UNO-EOPA will host a social at the University Religious Center at 101 North Happy Hollow from 7:30 p.m. until 9:00 p.m. Dinner will be on your own, however, we do guarantee plenty of fellowship.

Lodging: New Tower Inn - 7764 Dodge Street, (402) 393-5500  
2 person - 2 bed \$43.00\*  
1 person - 1 bed \$35.00\*  
Ask for EOPA-UNO when making reservations.

Oak Creek Inn - 2808 S. 72nd Street, (402) 397-7137  
Double \$52.00\*  
Single \$42.00\*  
Ask for EOPA-UNO when making reservations  
To assure these prices, reservations have to be made by April 21, 1993.  
\*plus tax

Registration Fee:

Everyone attending the conference must pay a registration fee.

NEOPA Member Fee:	\$15.00 through May 7th	\$17.50 after May 7th
Non Member Fee:	\$20.00 through May 7th	\$22.50 after May 7th

NO REFUNDS CAN BE MADE AFTER MAY 4TH

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Please make check payable to UNO-EOPA and send completed form to:  
Lynda McGraw, 5559 Walnut Street, Omaha, NE 68106

Name: Mr. ☐ Miss ☐ Ms. ☐ Mrs. ☐ \_\_\_\_\_

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Street City Zip

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Please check one: NEOPA Member ☐ Non Member ☐

☐ I will plan to attend the Friday evening function.

☐ I will attend Saturday only.